

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Office Technician
<b>Position #:</b>	051-220-1138-003
<b>Salary Range:</b>	\$2638-\$3209
<b>Issue Date:</b>	January 23, 2008
<b>Contact:</b>	Donna Collins (916) 322-8141
<b>Location:</b>	Personnel/Payroll Services Division 300 Capitol Mall Sacramento, CA 95814
<b>Final Filing Date:</b>	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position: (Candidates must perform the following functions with or without reasonable accommodations.)

Under general supervision of a Office Services Supervisor II, is the leadperson for a variety of support tasks that are essential to the timely issuance and release of daily and monthly payrolls.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Perform a wide variety of clerical support tasks to ensure the timely release of daily and monthly payrolls.
- Is the lead in training, determining/meeting goals and distributing work.
- Maintain filing system of personnel/payroll documentation for historical and research purposes.
- Reviews, updates and processes documentation for accurate retention at the State Records Center.
- Maintain an official file of state employees authorized to sign personnel/payroll documents.
- Process Employment History requests from state employees and Human Resources Offices.
- Assistant clients with identifying telephone numbers for state employees.

Desirable Qualifications:

- Self starter that can work as a team member or individually with minimal supervision.
- Ability to multi-task, to adjust to priority changes and meet deadlines.
- Exceptional punctuality and dependability.
- Positive attitude.

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Personnel/Payroll Services Division  
ATTN: Donna Collins  
300 Capitol Mall, 9<sup>th</sup> floor  
Sacramento, CA 95814